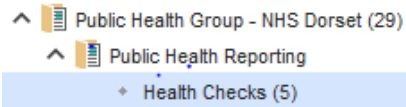


Find the SystemOne Searches

- In System One, Under the Reporting menu, choose **Clinical Reporting**
- Within Clinical reporting, expand the 'By Category' option and scroll down to the folder called Public Health Reporting.



Run Clinical Reporting Searches

- Highlight and Run the search for the Quarter you want to claim for, by clicking the play button

Health Check Completed - Q1 (Apr - Jun)  
Health Check Completed - Q2 (Jul - Sep)  
Health Check Completed - Q3 (Oct - Dec)  
Health Check Completed - Q4 (Jan - Mar)

When completed, highlight the search and click on the magnifying glass button

Name	Count
Health Check Completed	31326
Health Check Completed - Q1 (Apr - Jun)	2331
Health Check Completed - Q2 (Jul - Sep)	1564
Health Check Completed - Q3 (Oct - Dec)	
Health Check Completed - Q4 (Jan - Mar)	

Choose appropriate report output from list

- Click on **select output** button
- Choose **pre-defined report** output
- Then choose the corresponding output from the list; Public Health Dorset -  
-Public Health Dorset - Health Check
- Click OK

Export data to excel to send to public health

- Click on **Save all Pages to CSV** - this will open up excel where you will see the output of report
- Save this with your J-code and report description. i.e *J81061 NHS Health Check*
- Send to Public Health Dorset via e-mail: **phcontracts@dorsetcouncil.gov.uk**